



Council Briefing/Agenda Review Session

Tuesday 20th October 2026, 4pm

Council Chambers

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long-standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

POLICY STATEMENT (117) - INFORMATION REGARDING OPEN BRIEFING/PRE-MEETING AGENDA REVIEW MEETINGS

Open Briefing Session/Pre-Meeting Agenda Review meetings are open to all Councillors and, generally, to all members of the public; however, matters of a confidential nature included, or to be included, in an upcoming Council agenda or Council Committee agenda will be discussed Behind Closed Doors in accordance with s. 5.23 (2) of the Act.

Briefing Session/Pre-Meeting Agenda Review meetings

The following guidelines apply to ensure openness and accountability is safeguarded:

- The CEO is responsible for the administration of the Briefing Session/Pre-Meeting Agenda Review meetings in terms of Officer attendance, convening sessions and notice of items to be discussed at each session.
- All Councillor or Officer questions must be through the Chair and are to be, or likely to be, related to an upcoming Council agenda; there is to be no free-flowing discussion or debate of subject matter between Councillors.
- Councillors and Officers must disclose conflicts of interest in matters to be discussed in Briefing Session/Pre-Meeting Agenda Review meetings. Given the sometimes-unpredictable nature of discussions, it is possible that discussions may occur with respect to an issue or issues not specifically included on the list of matters for discussion. This means that participants may not necessarily be aware prior to the discussion taking place that they will need to disclose an interest on a particular matter. Under these circumstances, a person with an interest in a matter raised “ad hoc” during a Briefing Session/Pre-Meeting Agenda Review meeting must disclose that interest at the time the subject matter that is the conflict of interest is raised and before further discussion commences.
- The Presiding Member may invite elected members to introduce matters that they have been dealing with on behalf of Council or relevant ideas they would like to be discussed.
- There must be no implication of debate or collective or collaborative decisions being made or implied at Briefing Session/Pre-Meeting Agenda Review meetings nor any agreement on movers, seconders, or amendments to Officer Recommendations.
- Pre-Meeting Agenda Review should only be used for clarification purposes or to address urgent business or new information coming to hand since an OCM or SCM agenda was published.
- When members of the public are present, any questions from members of the public are at the discretion of the Presiding Member. If there are any public questions that members of the public wish to be recorded in the minutes of the next or relevant OCM or SCM will be required to be asked at that Ordinary or Special Council Meeting.
- No formal minutes are required to be taken; however, the CEO will note items of discussion and record conflict of interest disclosures and the items effecting those disclosures and cause the record to be kept in accordance with the Shire’s Record Keeping Plan.
- Councillor Briefing Session/Pre-Meeting Agenda Review meetings will not be live streamed or recorded unless there are special circumstances, as determined at the Shire President and CEO’s discretion.

TABLE OF CONTENTS

1.0	OPENING.....	4
2.0	ATTENDANCE/APOLOGIES	4
3.0	DISCLOSURES OF INTEREST	4
4.0	PRESENTATIONS.....	4
5.0	AGENDA REVIEW/QUESTIONS	4
6.0	OPERATIONAL ITEMS.....	4
6.1	Actions Performed Under Delegated Authority	5
6.2	Council Motions	5
6.3	Mandatory Training for Elected Members	7
7.0	ELECTED MEMBER REPORTS	8
7.1	Elected Member Updates	8
8.0	OFFICER REPORTS & UPDATES	8
8.1	Community	8
	Wagin Woodanilling Landcare Zone	Error! Bookmark not defined.
8.2	Manager Corporate Services	Error! Book mark not defin ed.
8.3	Community Emergency Services Manager	9
8.4	Manager Works and Services	9
8.5	Chief Executive Officer	10
	Meetings Attended	Error! Bookmark not defined.
	Compliance/Governance	Error! Bookmark not defined.
	Workforce Update	Error! Bookmark not defined.
	Projects/Initiatives Update	Error! Bookmark not defined.
9.0	CORRESPONDENCE RECEIVED FROM THE COMMUNITY	10
10.0	CLOSURE	10

1.0 OPENING

The Presiding Member declared the meeting open at 4 pm

2.0 ATTENDANCE/APOLOGIES

Attendance

Cr Thomson OAM - President

Cr Vermeulen - Deputy President

Cr Stephens

Cr Marshall

Cr Trimming

Cr Garstone

Signe Balodis

Jarrad Blair

Peter Vlahov

Chief Executive Officer

Manager Corporate Services

Manager Works and Services

Apologies

3.0 DISCLOSURES OF INTEREST

4.0 PRESENTATIONS

Nil

5.0 AGENDA REVIEW/QUESTIONS

6.0 OPERATIONAL ITEMS

6.1 Actions Performed Under Delegated Authority

Record #	Issue Date	Officer	Position	Delegation	Delegation Subject	Parties Concerned	Property Address	Suburb	Delegation Particulars
-	-	-	-	-	No new delegated authority information provided for this update.	-	-	-	-

6.2 Council Motions

Date of Meeting	Item Title	Council Decision	Officers Status Update	Assigned to	Estimated Due Date	Complete
19/04/22 OCM	Late Item - 18.1 - Grant Application - Community Water Supply Program - Town Dam	That Council: 1. Authorises the Chief Executive Officer to lodge the grant application for the 2022 Community Water Supply Program for the enhancement of works with the Town Dam as detailed in this report; and 2. Considers that the request for an additional amount of \$43,000 to be added to the 2022/2023 draft Annual Budget process for the purpose of the Town Dam enhancement for the proposed schedule of works with the Department of Water and Environment Regulation, in principle.	Works nearly complete - culverts have now been installed to CBH sump for installation of solar panels and connection of solar pump, and minor connection works required to tanks at Rec Centre Final works for project included digging out & other works at CBH sump - suggest variation to the funding agreement for these funds to be applied to replacement standpipe in town.	CEO	In progress	80%
20/12/2022	Item 14.2 - Woodanilling Golf Club - Relinquish of Lease Reserve 11066 & Transfer of Golf Club Paddock Lease on Reserves 7470 & Part 5967	That Council: 1. Approves for the lease agreement on Reserve 11066 be relinquished back to the Shire of Woodanilling from the Woodanilling Golf Club; 2. Authorises the Chief Executive Officer to bring back to Council options for the use of the site with costings; and Authorises the Chief Executive Officer to work with the Woodanilling Golf Club on the final requirements on the terms of the lease agreement on the exit of the building on Reserve 11066. That Council, subject to the prior written consent of the Minister of Lands being obtained:	Woodanilling Golf Club Incorporation has been suspended. Note that current lease on 'Golf Club' paddock expires on 31/12/27 with clause transferring licence to Woodanilling Sport & Rec Association.	CEO	In progress	20%

		1. Approves for the lease agreement to be entered into between the Shire of Woodanilling and the Woodanilling Sports and Recreation Association (Inc.) for a period of 21 year for a Reserve 7470 (Lots 180 & 181) and Part Reserve 5967 Woodanilling. 2. With the annual rent payable continuing for the current lease agreement, to be reviewed annually in accordance with the June Perth, All Groups Consumer Price Index, and including an annual Lease Administration Fee, all outgoings, maintenance and repairs, as per the current lease agreement; and 3. Authorises the Shire President and Chief Executive Officer to sign and seal the Lease Agreement.				
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6.3 Mandatory Training for Elected Members

All newly Elected Members, under amendments to the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* are now required to undertake mandatory training as part of their role as Councillor. There are 5 modules which are to be completed within the first 12 months of being elected.

These modules are:

1. Understanding Local Government
2. Serving on Council
3. Understanding Financial Reports and Budgets
4. Meeting Procedures
5. Conflicts of Interest

Councillor Training Register (Has been updated Online)							
Successfully Completed Mandatory Training (valid for 5 years)							
Councillor	Elected	Understanding Local Government	Serving on Council	Understanding Financial Reports & Budgets	Meeting Procedures	Conflicts of Interest	Other
Cr Russel Thomson	10/2021	14 Sept 2022	29 November 2022	16 December 2022	8 November 2022	18 September 2022	DAP training 5/2/24
Cr Ian Garstone	10/2023	16 Feb 2024	17/08/2024	17/08/2024	17/08/2024	27 June 2024	
Cr Rod Marshall	10/2023	23 Nov 2023	19/04/2024	27 Jan 2024	9 Dec 2023	1 Dec 2023	
Cr Kahlia Stephens	10/2023	15 Feb 2024	24/05/2024	06/09/2024	26/08/2024	24 March 2024	
Cr Morris Trimming	10/2025						By 29 Oct 2026
Cr Sally Vermeulen	10/2025						By 29 Oct 2026
Additional Professional Training							
Cr Marshall,	11/2023	CEO training in house new elected member induction					
Cr Marshall, Garstone	11/2023	New Councillor Seminar - WALGA					
All	TBA	Practical Training with Accountant Darren Long on understanding the Woodanilling Budget & Financial Statements.					

** Updates are in [BLUE](#)

7.0 ELECTED MEMBER REPORTS

Items that might be of interest

- Meetings/conferences/guest appearances
- Any meetings to be scheduled in the coming month
- Emerging issues
- Maintenance requests - preference to be requested through the Shire
- Community acknowledgements/comments to address
- Other general business

Meetings Scheduled

2026 Proposed Ordinary Council Meeting Dates			
Day	Date	Time	Location
NO MEETING IN JANUARY 2026			
Tuesday	17th February 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th March 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st April 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	19th May 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th June 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st July 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th August 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th September 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	20th October 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th November 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th December 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

7.1 Elected Member Updates

8.0 OFFICER REPORTS & UPDATES

The following is a progress update on important operational matters to ensure Elected Members are informed of strategic Shire operations.

Elected Members are encouraged to seek clarification or further information during the CBF.

8.1 Community

Wagin Woodanilling Landcare Zone

The Wagin Woodanilling Landcare Zone Annual General Meeting was held on 23 September 2026. Transition arrangements following the Shire of Wagin ceasing its direct involvement are continuing.

8.2 Manager Corporate Services

Bush Fire Advisory Committee

The Committee met on 5 October 2026. Items included the Firebreak Notice review, water security, training and fire season roles. Recommendations will be presented to Council.

Tavern Development Application

Advertising for the proposed redevelopment of the Woodanilling Tavern closed on 16 October 2026. One submission was received, which will be assessed and reported to Council.

Grant Applications

Applications have been submitted to the All West Australians Reducing Emergencies (AWARE) program, to review and update the Shire's Local Emergency Management Arrangements, and for Australia Day grant funding.

Policy and Governance Review

The review of Shire policies, governance documents and administrative processes is continuing.

8.3 Community Emergency Services Manager

The Community Emergency Services Manager commenced on 14 September 2026. Regular meetings are in place, and fire season preparation is the current focus.

Fire Season Preparation

All fire appliances have been serviced and radio servicing is complete. The updated Contact Folders will be ready for distribution by 1 November, and fast fill pumps are being arranged.

Plans and Procedures

The Local Emergency Management Arrangements, Bushfire Risk Management Plan and Standard Operating Procedures are being reviewed. An AWARE grant application has been submitted and a quote for the associated works obtained. The outcome of the application is awaited.

Training and Meetings

Six members of the Woodanilling brigade attended Rural Fire Awareness training on 12 October 2026. The Community Emergency Services Manager attended the Bush Fire Advisory Committee meeting on 5 October.

Coming Up

Shire Rural Fire Awareness training is booked for Wednesday 28 October 2026. The Community Emergency Services Manager will also attend the pre-season forum and breakfast.

8.4 Manager Works & Services

General operational update:

Roads

Works on Robinson Road West and Oxley Road are progressing, and gravel quotes are being obtained for upcoming projects. Delivery of the 2026/27 capital road program is progressing in line with the adopted budget.

Bridges

Bridge inspections are underway, with maintenance works being arranged as required.

Town Water and Standpipes

Installation of the new standpipe is progressing. The old standpipe has been converted to manual operation for fire use only.

Fire Season Preparation

Fire mitigation mowing and slashing in the townsite is nearly complete, and plant and the water tanker have been prepared for the fire season.

Plant, Buildings and Facilities

Routine plant servicing and minor building repairs have continued.

Meetings Attended

- 16-18 September - Western Australian Local Government Association Local Government Convention and Annual General Meeting
- 23 September - Wagin Woodanilling Landcare Zone Annual General Meeting
- 24 September - Upper Great Southern Regional Operations Advisory Committee (DFES): seasonal outlook and fire season preparedness
- 1 October - 4WDL Chief Executive Officers meeting
- 5 October - Department of Planning, Lands and Heritage
- 5 October - Bush Fire Advisory Committee
- 7 October - Ranger services
- 8 October - National Emergency Management Agency Higher Risk Weather Season Preparedness Briefing
- 13 October - Homes for Regional Workforce Growth working group
- Weekly - Community Emergency Services Manager

Compliance/Governance

The review of the Shire's governance, policy, compliance and administrative processes is continuing.

Workforce Update

The Shire's Workforce Plan will be prepared in-house during 2026/27.

Projects/Initiatives Update

Ongoing: 'Homes for Regional Workforce Growth'

The working group met on 13 October 2026. Great Southern local governments are working with the Great Southern Development Commission to increase worker housing in the region, and the implementation plan is being finalised.

Regional Housing Support Fund - 4WDL

Planning for the Shire's two key worker dwellings under the joint 4WDL project is progressing, including the investigation of suitable sites.

4WDL Commercial and Industrial Land Activation Business Case

The member CEOs reviewed three bids on 1 October 2026, and a preferred proposal was listed for a virtual 4WDL meeting on 14 October 2026. If the 4WDL recommends the project proceed, each member Council will be asked to consider it at its next Ordinary Council Meeting.

9.0 CORRESPONDENCE RECEIVED FROM THE COMMUNITY

Public Questions - September Ordinary Council Meeting

Questions were received from Ms Cathi Bessell-Browne at the September 2026 Ordinary Council Meeting. A summary response is included in the October 2026 Ordinary Council Meeting agenda.

10.0 CLOSURE

The briefing was closed by the Presiding Member at pm